

# Belmont High School

## Student and Parent Handbook

2021-2022

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*Belmont High School prepares students for their futures by promoting and supporting a safe, diverse, and respectful community that fosters individual responsibility and produces engaged members of society through a rigorous academic environment.*

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## *Principal's Welcome*

Dear BHS Students and Families:

On behalf of the Belmont High School faculty and staff, I cordially welcome you to the 2021-22 school year! By producing and distributing an annual Student & Parent Handbook, we are communicating the policies, practices, and protocols that will guide our work in supporting the students of Canterbury and Belmont. When revisions to annual Handbooks are made, it is always with one main goal at the heart of our considerations: to put our students in the best possible positions to be successful in achieving their diverse aspirations. We consistently work to reflect on how we go about this important task - and what we could do to make those efforts more effective.

The past two years have reminded us all how vital communication, teamwork, and flexibility are in a school environment. This Handbook outlines what we anticipate for the coming year; however, we will also work to keep you informed of adjustments that need to be made to continue to offer a challenging and rewarding education to our students in the context of our current times.

Belmont High School and Shaker Regional School District Return to School Plans/Protocols will also be important sources of information. They will focus on any adjustments to our practices - and/or to the school environment itself - that aim to safely bring our students, faculty, staff, families, and community members together to work toward shared success. In any instance where there are differences in schedules, protocols, etc., guidelines in the high school's and district's Return to School Plans (as long as those documents are in effect) supersede the information in this Student/Parent Handbook.

We ask that you take some time to familiarize yourself with our Handbook and Return to School Plans; if you find that you have questions, please feel free to contact the main office of BHS. Your feedback and input are always valued and appreciated!

Here's to a tremendous year of learning and teaching. As always - Go BHS!

Mr. Matthew Finch  
Principal, Belmont High School

Quick Links:

- [Belmont High School Webpage](#)
- [Shaker Regional School District Webpage](#)

*Please be advised that policies referenced in the Student Handbook may be amended or new policies adopted during the school year. For the recent amendments or new policy adoptions, please go to the Shaker Regional School District website at [www.sau80.org](http://www.sau80.org).*

# Shaker Regional School District

## 2021-2022 School Calendar

### August/September

|            | M  | T    | W   | T   | F  |
|------------|----|------|-----|-----|----|
|            | X  | (31) | (1) | (2) | X  |
| 18<br>Days | X  | 7    | 8   | 9   | 10 |
|            | 13 | 14   | 15  | 16  | 17 |
|            | 20 | 21   | 22  | 23  | 24 |
|            | 27 | 28   | 29  | 30  |    |

### February

|            | M  | T  | W  | T  | F  |
|------------|----|----|----|----|----|
|            |    | 1  | 2  | 3  | 4  |
|            | 7  | 8  | 9  | 10 | 11 |
| 19<br>Days | 14 | 15 | 16 | 17 | 18 |
|            | 21 | 22 | 23 | 24 | 25 |
|            | X  |    |    |    |    |

### October

|            | M  | T  | W  | T  | F  |
|------------|----|----|----|----|----|
|            |    |    |    |    | 1  |
| 20<br>Days | 4  | 5  | 6  | 7  | 8  |
|            | X  | 12 | 13 | 14 | 15 |
|            | 18 | 19 | 20 | 21 | 22 |
|            | 25 | 26 | 27 | 28 | 29 |

### March

|            | M  | T   | W  | T  | F  |
|------------|----|-----|----|----|----|
|            |    | X   | X  | X  | X  |
| 18<br>Days | 7  | (8) | 9  | 10 | 11 |
|            | 14 | 15  | 16 | 17 | 18 |
|            | 21 | 22  | 23 | 24 | 25 |
|            | 28 | 29  | 30 | 31 |    |

### November

|            | M  | T   | W  | T  | F  |
|------------|----|-----|----|----|----|
|            | 1  | (2) | 3  | 4  | 5  |
| 17<br>Days | 8  | 9   | 10 | X  | 12 |
|            | 15 | 16  | 17 | 18 | 19 |
|            | 22 | 23  | X  | X  | X  |
|            | 29 | 30  |    |    |    |

### April

|            | M  | T  | W  | T  | F  |
|------------|----|----|----|----|----|
|            |    |    |    |    | 1  |
| 16<br>Days | 4  | 5  | 6  | 7  | 8  |
|            | 11 | 12 | 13 | 14 | 15 |
|            | 18 | 19 | 20 | 21 | 22 |
|            | X  | X  | X  | X  | X  |

### December

|            | M  | T  | W  | T  | F  |
|------------|----|----|----|----|----|
|            |    |    | 1  | 2  | 3  |
| 16<br>Days | 6  | 7  | 8  | 9  | 10 |
|            | 13 | 14 | 15 | 16 | 17 |
|            | 20 | 21 | 22 | X  | X  |
|            | X  | X  | X  | X  | X  |

### May

|            | M  | T  | W  | T  | F  |
|------------|----|----|----|----|----|
|            | 2  | 3  | 4  | 5  | 6  |
| 21<br>Days | 9  | 10 | 11 | 12 | 13 |
|            | 16 | 17 | 18 | 19 | 20 |
|            | 23 | 24 | 25 | 26 | 27 |
|            | X  | 31 |    |    |    |

### January

|            | M  | T  | W  | T  | F    |
|------------|----|----|----|----|------|
|            | 3  | 4  | 5  | 6  | 7    |
| 19<br>Days | 10 | 11 | 12 | 13 | 14   |
|            | X  | 18 | 19 | 20 | 21   |
|            | 24 | 25 | 26 | 27 | (28) |
|            | 31 |    |    |    |      |

### June

|            | M  | T  | W  | T  | F  |
|------------|----|----|----|----|----|
|            |    |    | 1  | 2  | 3  |
| 14<br>Days | 6  | 7  | 8  | 9  | 10 |
|            | 13 | 14 | 15 | 16 | 17 |
|            | 20 | 21 | 22 | 23 | 24 |
|            | 27 | 28 | 29 | 30 |    |

Aug 31 – Sept 2 .....Teacher Workshop  
 Sept 6 .....Labor Day  
 Sept 7 .....Students Start School  
 Oct 11 .....Columbus Day  
 Nov 11 .....Veteran's Day  
 Nov 24 - 26 .....Thanksgiving Break  
 Dec 23 - Jan 2 .....Holiday Break

Jan 17 ..... Martin Luther King Jr. Civil Rights Day  
 Feb 28 – Mar 4 .....Winter Break  
 Apr 25 –29 ..... Spring Break  
 May 30 ..... Memorial Day  
 June 5 ..... Graduation (Tentative)  
 June 20 ..... Anticipated Last School Day – Early Release  
 June 21 – 30 ..... Anticipated Snow Days

( ) = Teacher Workshops/No School for Students      X = Days Out for Students and Staff

Note: Additional school days needed due to inclement weather will be completed in June.

178 Student Days/184 Teacher Days

## Shaker Regional School District

*"Engaging All Learners to Succeed in their Ever-Changing World"*

58 School St., Belmont, NH 03220

Phone: 603-267-9223 Fax: 603-267-9225

*School Year Office Hours: Monday – Friday 7:00 AM – 3:00 PM*

*Summer/Vacation Week Office Hours: Monday – Friday 7:00 AM – 2:00 PM*

|                       |   |  |
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### 2021-2022 School Board Members

|                            |         |  |
|----------------------------|---------|--|
| Michelle Lewis, Chair      | 2021-24 | <a href="mailto:mlewis@sau80.org">mlewis@sau80.org</a>       |
| Jodie Martinez, Vice Chair | 2019-22 | <a href="mailto:jmartinez@sau80.org">jmartinez@sau80.org</a> |
| Sean Embree                | 2019-22 | <a href="mailto:sembree@sau80.org">sembree@sau80.org</a>     |
| Marcelle Pethic            | 2020-23 | <a href="mailto:mpethic@sau80.org">mpethic@sau80.org</a>     |
| Jeff Roberts               | 2021-24 | <a href="mailto:jroberts@sau80.org">jroberts@sau80.org</a>   |
| Eric Johnson               | 2020-23 | <a href="mailto:ejohnson@sau80.org">ejohnson@sau80.org</a>   |
| Jill Smith                 | 2020-23 | <a href="mailto:jsmith@sau80.org">jsmith@sau80.org</a>       |

Meeting agendas and minutes are posted on the district website at: <http://www.sau80.org>

School Board Policy information is available at: <http://www.sau80.org>

## Belmont High School

255 Seavey Rd., Belmont, NH 03220  
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 Website: <http://bhs.sau80.org/>

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**Other Contacts**

|                              |                    |                                 |          |
|------------------------------|--------------------|---------------------------------|----------|
| SRSD Superintendent's Office | 267-9223           | Belmont High School - Fax       | 267-5962 |
| Belmont High Main Office     | 267-6525 ext. 0    | SRSD Special Education Director | 267-9222 |
| Belmont High Guidance Office | 267-7338 ext. 1340 | First Student (Bus Company)     | 524-1787 |
| Belmont High Athletic Dept.  | 267-6525 ext. 1362 |                                 |          |



### School Schedules and Hours of Operation

|                               |               |         |
|-------------------------------|---------------|---------|
| <b>BHS A Days</b>             |               |         |
| Block 1                       | 7:25 - 8:45   | 80 min  |
| Break                         | 8:45 - 9:00   | 15 min  |
| Block 2 or Block 2A           | 9:00 - 10:20  | 80 min  |
| Homeroom(Mon) / TLT(Tues-Fri) | 10:25 - 11:05 | 40 min  |
| Block 3 (including lunches**) | 11:10 - 12:50 | 100 min |
| Block 4                       | 12:55 - 2:15  | 80 min  |

\*Huot: Run 1 - 8:45-10:40      Run 2 - 10:10-12:10      Run 3 - 12:10-2:00\*

\*\*Lunches: A- 11:10-11:30   B- 11:40 - 12:00   C- 12:05 - 12:25   D- 12:30 - 12:50\*\*

|                               |               |         |
|-------------------------------|---------------|---------|
| <b>BHS B Days</b>             |               |         |
| Block 1                       | 7:25 - 8:45   | 80 min  |
| Break                         | 8:45 - 9:00   | 15 min  |
| Block 2 or Block 2B           | 9:00 - 10:20  | 80 min  |
| Homeroom(Mon) / TLT(Tues-Fri) | 10:25 - 11:05 | 40 min  |
| Block 3 (including lunches**) | 11:10 - 12:50 | 100 min |
| Block 4                       | 12:55 - 2:15  | 80 min  |

\*Huot: Run 1 - 8:45-10:40      Run 2 - 10:10-12:10      Run 3 - 12:10-2:00\*

\*\*Lunches: A- 11:10-11:30   B- 11:40 - 12:00   C- 12:05 - 12:25   D- 12:30 - 12:50\*\*

|   |               |        |
|---|---------------|--------|
| <b>BHS Delayed Start Schedule - Start at 9:25</b> |               |        |
| Block 1   | 9:25 - 10:25  | 60 min |
| Block 2 (2A or 2 B)                               | 10:30 - 11:30 | 60 min |
| Block 3 (including lunches**)                     | 11:35 - 1:10  | 95 min |
| Block 4   | 1:15 - 2:15   | 60 min |

\*Huot: Run 1 - 10:10-11:45      Run 2 - 11:10-12:40      Run 3 - 12:40-2:10

\*\*Lunches: A- 11:35 - 11:55   B- 12:00 - 12:20   C- 12:25 - 12:45   D- 12:50 - 1:10\*\*

|  |  |  |
|--|--|--|
| <b>BHS Early Release Schedule - Dismiss at 11:30</b> |  |  |
|--|--|--|

In the Event of an Early Release, students will be dismissed from school at 11:30am.

Lunch will be served prior to dismissal.

\*Huot: Run 1 only - 8:50-10:45

### School Hours

The school's cafeteria and lobby area will be open to students upon their arrival (after 7:00) and until 7:25. Students may not enter the building until 7:00 am. Upon arrival at school, each student must enter the building. Leaving without permission or loitering outside the building is not permitted. All students must be in their First Block class by 7:25 am. Dismissal occurs at 2:15pm. A faculty member or coach must supervise students who are remaining after school hours for extra-curricular events. Students should not remain in the building after school hours without a specific (and supervised) reason for doing so.

### **Policies and Procedures-Attendance/Dismissal**

Belmont High School is committed to offering the best possible education to all of our students. The best learning environment is one that requires a regular continuity of instruction, classroom participation, learning experiences, and study. Frequent absences disrupt the continuity of the instructional process and are detrimental to students' learning. Students who miss school frequently experience great difficulty achieving success in the classroom. Belmont High School will promote academic excellence by providing a disciplined environment where attendance is as important as study. School attendance is mandated by state law, and it is the responsibility of parents/guardians to ensure the punctual and regular attendance of their children.

As school attendance is essential to success in school, Belmont High School will monitor the amount of school time missed by students. When absence is excessive, satisfactory completion of academic requirements is unlikely. Chronic absenteeism, even with parental approval, may be interpreted as truancy.

Regular and punctual attendance is required of each student enrolled in the District. A copy of RSA 193:1-7, regarding attendance procedures and policies, shall be sent to every person who the Administration has reason to believe does not comply with school attendance requirements (See Shaker Regional District [policy JH](#)). Proper documentation must be submitted for any absence, tardy, or dismissal to be excused. Parents/guardians who know their child will be absent from school should call the office at 267-6525 prior to 7:25am.

#### **Absenteeism & Excusal Procedures**

As alluded to in SRSD [Policy JH](#), our Board recognizes the following as rationale(s) for excused student absences:

1. Illness (note from doctor's office required for full excusal; otherwise, please see **Excused / Unexcused Absence Procedure**)
2. Recovery from an accident
3. Required court attendance (please provide court documentation)
4. Medical / Dental Appointments (please provide documentation to allow for excusal)
5. Death in the immediate family (responded to on a case-by-case basis by BHS administration)
6. Observation or celebration of a bona fide religious holiday (parent note required)
7. School-sponsored field trips, college visits, and athletic trips (no documentation required for excusal as these are school-sponsored)
8. Such other good cause(s) as deemed acceptable to the Principal or permitted by law (case-by-case)

#### **BHS Excused/Unexcused Absences Procedure:**

1. Parents must call the high school to report any student absence in order for the school to then respond and support the scenario appropriately.
2. A parent/guardian may call out his/her student for **a total of three full days (or six half-days, defined in JH as a student's missing more than two hours)** of school over the course of **each grading quarter** due to the reasons for excusal that are listed. At the end of **each grading quarter**, this count restarts and the student may be excused by the parent (again without a note from a doctor, etc.) for **a total of three full days (or six half- days) through the next grading quarter (and so on)**. **After the third full day (or 6th half-day) of parent/guardian excusals in a quarter grading period, further absence (with or without parent notification) will be listed as unexcused.**
3. Any dismissal and/or absence that is accompanied by or followed by (within five school days) a signed note from a medical professional (regarding the student's illness and/or appointment in

that office) will not count against either the excused or unexcused absence totals.

4. Weekly attendance checks will be conducted through the main office; however, if concerning patterns emerge prior to those dates, the Intervention Process will commence at that time.
5. The default setting in our Student Information System (for absences and tardies alike) is Unexcused. The office staff, when an appropriate note/excusal is received/granted (within five school days, as per #3), will then update the student's attendance to Excused.

### **Tardy Policy**

It is the responsibility of the student to be on time to class. Teachers will mark students absent who are not in their first block class by 7:25. Students arriving after 7:25 must report directly to the main office where they will sign in, be marked tardy, and given a pass to class. Occasional tardiness caused by an emergency may be excused; however, tardiness due to oversleeping or missing the bus will be considered unexcused. Parents/guardians should call the main office to let the school know when their son/daughter will be tardy. Excessive unexcused tardies in a given quarter will result in an escalating series of consequences, as described below:

|                                   |  |
|-----------------------------------|--|
| 3 unexcused tardies in a quarter  | Administrative warning   |
| 6 unexcused tardies in a quarter  | Parent notification/ 1 hour Administrative Detention   |
| 9 unexcused tardies in a quarter  | 2.5 hour Friday detention/senior privilege revoked   |
| 12 unexcused tardies in a quarter | 2.5 hour Friday detention/parking pass suspended/<br>1 week suspension from athletic and extracurricular activities                  |
| 15 unexcused tardies in a quarter | 2.5 hour Friday detention/Parent meeting/parking pass<br>revoked/student is removed from all athletic and extracurricular activities |

School administration reserves the right to assign additional consequences as deemed appropriate. Please note that continued unexcused tardies may rise to the level of truancy, in which case School Board [Policy JH](#) will come into effect.

### **Truancy**

Students are expected to be in attendance each day that school is in session. If there has been no school notification by the parent(s)/guardian, the school will attempt to reach the home by phone or the parent/guardian at the place of employment to investigate a student's absence. Failure to reach a parent/guardian, or if there is no satisfactory explanation for the student's absence, will result in the absence being considered "truancy" until/unless proven otherwise.

Truancy, particularly in cases in which the student reaches New Hampshire's definition of "Habitual Truancy", will result in referral to administration, parent contact, and ascending consequences that may include, but are not limited to, detention, suspension, loss of privilege, referral to student support agencies, and/or a meeting with the Superintendent of Schools. Students or parents who have questions are advised to contact the school for clarification. (See School Board [Policy JH](#))

### **Dismissals**

All students must have the permission of the parent or guardian before they are allowed to sign out. This permission must be made in advance of the student's leaving the school. This policy applies to all

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students, no matter the circumstances, and includes students who are 18 years or older. Students who are dismissed may not leave with anyone besides a parent/guardian without parent consent and the explicit approval of school administration. The student should sign out with the main office at the time of dismissal. The reason for dismissal should be compelling and may include:

- Scheduled appointments
- Illness (as outlined below)
- Alternative Schedules
- Family Emergencies

If a student becomes ill during the course of the regular day, he/she will report to the School Nurse's office. If the School Nurse is unavailable at that time, the main office will assist the student. Students who are ill are not to leave the building without permission from the office and/or the nurse. Either the nurse or the main office will contact the student's parent/guardian for permission before any student is dismissed. The nurse may require a parent/guardian or designated adult to pick up the student if, in the nurse's professional judgment, the student should not be dismissed without supervision. Arrangement for transportation is the responsibility of the parent/guardian. Dismissal from the nurse's office may be considered an excused absence.

### **Notification of Absenteeism**

Parents/Guardians may access their student's attendance information at any time by viewing their student's attendance records in Alma. Questions or concerns regarding access to Alma can be directed to the main office. In cases wherein a student's attendance is raising levels of concern, the school administration will notify parents/guardians of excessive absences in various forms such as a written letter, phone calls home, and/or requests to meet in person to discuss the issue.

### **Senior Privilege**

During the first week of each semester, seniors in good academic standing may apply with their school counselor for senior privilege to replace either a first or last block study hall/open period. This privilege will allow seniors to arrive late or leave school early. This privilege is subject to the following regulations and may be removed at any time by school administration for reasons including, but not limited to, attendance, behavior, and/or academic performance:

- Students may only reserve one block for senior privilege.
- Students with first block senior privilege are required to be in school promptly for the start of their second block class.
- Students with last block senior privilege must leave school property and may not return except for school sanctioned events/activities or with the approval of school administration.
- Senior privilege will be governed by the same eligibility policies as athletic and co-curricular events/activities.

## **Policies and Procedures-Academic**

The communities of Belmont and Canterbury, which comprise the Shaker Regional School District, share the common goal of providing a quality education for their children. The quality of education offered is geared toward giving the students a strong background of knowledge and skills, which will be needed for a complex world. A primary direction of the school is concerned with the development of ethical character and an understanding of the value of the individual. The school also shares in the responsibility of preparing each student to be an active and positive participant in our democratic society. Belmont High School offers a comprehensive academic program with high expectations and firm minimum standards. The academic program is designed to strengthen the intellectual attributes of the students. A variety of

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courses suitable to varying levels, aptitudes, and ambitions are offered. Students are taught to think logically and are encouraged to develop the problem-solving skills needed for future years.

**Admission**

Children may not enter school for the first time unless the District is presented with proof of a physical examination by a licensed physician, advanced registered nurse practitioner or physician's assistant, immunization records, a certified copy of the child's birth certificate, and proof of residency (in accordance with School Board [policy JFAA](#)).

**Program of Studies**

The [Program of Studies](#) contains requirements for graduation, minimum credits for class standing, requirements for enrollment, and course descriptions. In the spring of the school year, students in attendance are given registration instructions and a copy of the Program of Studies; they are required to register for the next school year. Students new to the school will register upon entrance. All students should review the Program of Studies and check that they are meeting all school and course requirements.

**Enrollment and Course Load**

Students shall be enrolled in school on a full-time basis (see SRSD [Policy JF](#)). A student must carry a minimum of 3 classes per semester to be considered a full-time student. Exceptions must be made through the School Counseling Office and be approved by the Principal.

**Graduation Requirements**

There are minimum credit requirements for a student to be eligible for a diploma. Credit requirements will be distributed in accordance with SRSD [Policy IKF](#). Requests for early graduation will be made in accordance with [Policy IKFA](#). Students may earn credit through regular classes, summer school courses, and transfer credits.

**Grading and Credit**

Course grades will be communicated on a 4.0 scale and are based on the average of all standards in a course. First and third quarter reports will reflect "in-progress" grades; grades are only final at the end of the course. Course credit is awarded when the average of all standards is 2.5 or greater with no standard being lower than 2.0. If an academic assessment is not submitted by the student, this will be recorded as a '0' in Empower; this assessment will be eligible for reassessment, as per the classroom teacher's policies (found in the course's outline). For standards that, at the end of the course, the student has not provided any evidence of proficiency, the teacher will record an IE (Insufficient Evidence), which will be calculated as a 0 in the student's cumulative standard GPA until/unless the student is eligible for Competency Recovery and he/she recovers this standard to the minimum passing score (2.0).

**Standard Scores**

Standard scores are based on a body of evidence of student performance (viewable in Empower), measured against clear criteria (described in proficiency scales) and individual teachers' professional judgement when reviewing the student's full body of assessment evidence. Scores on individual standards will not appear on the report card or transcript but can be accessed through Empower.

**Determining Student Standard Scores (Adopted October, 2019)**

At the conclusion of each grading period, as well as at Progress/Eligibility Check-ins, teachers will review students' bodies of evidence (cumulative assessment data) and make a determination of the student's level of proficiency in each given standard. To complete this task, teachers will follow the following

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**Standard Score Determination Philosophy:**

1. Consider which assessments have more weight (highest level of application, more breadth of measuring a standard, more cumulative in nature). Foundational assessments hold less weight.
2. Take into consideration growth over time and/or special circumstances during the semester.
3. Look at linear trend, average, or power law trend to determine the appropriate score for the standard after considering Steps 1 and 2.

These final standard determinations will be averaged in order to determine each student's overall course grade.

**"Progress Report" - Philosophy, Reporting, and Utilization** (Adopted October, 2019)

At the midway point of each grading semester, teachers will complete a full reporting procedure of students' progress to that point. Belmont High School's grades are "rolling" until the end of the reporting semester; however, Q1 and Q3 progress/check-in points will be utilized to communicate student progress as well as determine students' eligibility to participate in sports/co-curricular activities. At these points, teachers will employ the following considerations:

- At the conclusion of Q1 and Q3, teachers will report on all standards they believe there is enough evidence to make an in-progress determination for. At the conclusion of each semester, overall (final) course grades will be utilized to make eligibility determinations.
- At the Q1 and Q3 marks, teachers should have **more than 1 standard reported on** for each student in each class. It is understood that these standard scores are malleable and are likely to change during the remainder of the semester as students continue to work toward proficiency.
- For eligibility purposes, Athletes/Co-Curricular Participants should have multiple standards that are graded in each course, but it is not necessary to have *all* standards reported on by the Q1/Q3 mark.
- Course 'grades' for Q1 and Q3 are the average(s) of standards that teachers feel they can make a determination on at that point.

**Anticipated Grade Reporting Calendar (2021-2022)**

| Semester | Starts    | Progress Reports<br>(for eligibility checks) | Grades Close | Report<br>Cards |
|----------|-----------|--|--------------|-----------------|
| <b>1</b> | 9/7/2021  | 10/8 11/12 (Q1) 12/17                        | 1/27/2022    | 2/4/2022        |
| <b>2</b> | 1/31/2022 | 3/11 4/8 (Q3) 5/13                           | 6/20/2022    | 6/23/2022       |

Note: All dates subject to change pending changes to calendar, snow days, etc.

**Credit Recovery**

Students who do not earn course credit during the scheduled semester may qualify for credit recovery options such as after school recovery and/or summer school. Students with a course grade of 1.75 or higher are eligible for credit recovery; otherwise, the course will need to be retaken. An after-school recovery schedule will be communicated as each grading semester nears its conclusion. If/When a student successfully demonstrates proficiency in a standard during these recovery opportunities, his/her standard score will be adjusted to the minimum passing score (2.0). In instances wherein the student's final course score fell below the requisite 2.5, the course score may be recovered to the minimum passing

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score of 2.5 through adequate Recovery efforts. In the 2019-20 school year, BHS piloted a Precoverly program, which will again be explored in 2021-22. More information/developments will be provided at a later date.

### **Targeted Learning Time and Precoverly**

Targeted Learning Time is designed to encourage and support academic achievement by providing time within the school day for students to work on standards and/or learning targets that have not yet been met and/or receive additional opportunities for academic enrichment. During this time, students have the opportunity to meet with teachers, collaborate with peers, and receive academic assistance as necessary. "Precoverly" is an after-school time to help students who are behind or in need of remediation in the standards for their current courses. This program is designed to provide support prior to the end of a course for students with specified academic needs. Teachers will recommend students and counselors will invite them to attend the after-school program.

### **Honors Courses/Contracts**

Belmont High School believes in offering students challenging, rigorous courses that allow them to reach their true potential. Honors-level courses are appropriate avenues for students who wish to experience greater depth and increased exploration into a subject matter. In cases where there are honors-option courses, teachers will communicate (through course-specific Honors Contracts) the experiences and requirements students should expect by choosing the honors-route. These contracts must be signed by the student and his/her guardian prior to enrolling in/committing to the expectations described therein.

### **Make Up Work**

Following absences, the student is responsible for making arrangements for make-up work. All work is to be made up within two days or as contracted with the teacher. Students should see their teachers the first day back to hand in any completed work, to obtain assignments, and/or to arrange for a conference. Arrangements may not infringe on class-time and may require after school attendance.

Following prolonged absences, individual makeup contracts may be arranged between students and teachers with the approval of the School Counseling Department/Administration. If the nature of the course or the instruction missed does not lend itself to makeup work, or if the nature of the absence precludes extensive make-up, a student has a number of options such as auditing the course without credit or dropping the course. The Counseling Department, in conjunction with parent(s)/guardians, will work together to determine the best course(s) of action.

If an absence is unplanned and expected to be long-term, please call the school's main office (267-6525). Assignments will be gathered from the teachers, and any textbooks that the student does not have at home will also be collected. Arrangements will be made to send available materials home within a 24-hour time frame.

### **Habits of Work**

Belmont High School recognizes the importance of developing respect, responsibility, and sound character in our student body. As such, students will receive a Habits of Work score in addition to an academic grade in each of their classes. The score will measure student behavior in the following areas:

- **Mindful Participation** - Belmont High School students will mindfully participate in their learning as their effort and desire are the most important aspects of their success. Students will be active collaborators in their learning in order to reach their individualized learning potentials.
- **Work Completion** - Belmont High School students will submit complete work in a timely manner



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in order to allow faculty and staff members to provide meaningful feedback that enhances the learning process.

Scores will be awarded on a four-point scale, and criteria will be communicated by individual teachers as part of their course syllabi. Student performance will be visible via Empower, and individual scores will be averaged at the end of each quarter to arrive at one HOW grade for each course. These grades will be reported to parents alongside academic scores and will be a contributing factor when determining athletic and extracurricular eligibility, as well as senior privileges. Cumulative Habits of Work scores will be reported on a student's transcript and will represent the average of the student's Habits of Work scores in all courses.

### **Policies and Procedures - Student Conduct and Behavior**

Students have the right to a free public education through secondary school and own a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in establishing a climate for learning within the school. School rules and policies are developed to assist students in their attempts to follow and complete chosen courses of study and their responsibilities to themselves and society. Student behavior is expected to comply with the laws of the State of New Hampshire, the policies of the State Board of Education, and the policies of the Shaker Regional School Board.

#### **Expectations and Infractions**

##### **Class Preparedness**

Students are required to come to class prepared with the proper textbooks, supplies, and completed homework assignments. Failure to come prepared may result in disciplinary action. Repeated failure to come prepared will be considered a violation of the behavior code. When applicable, students are to come to academic support prepared to do work quietly and comply with the guidelines set forth by the monitor(s).

##### **Bathroom**

Permission to visit the restroom during class times will be granted by the classroom teacher who has discretion with consideration to frequency and length of the student's past visits.

##### **Food**

Food consumption is to take place in the cafeteria or in a classroom, provided teacher permission has been granted at the classroom teacher's discretion. At times, food may be removed from the cafeteria and transported to a classroom for consumption. Students may purchase snacks and drinks only at break and during their assigned lunch period.

##### **Electronic Equipment (Digital Distraction Policy)**

The Belmont High School community recognizes the importance of a distraction-free work and learning environment and understands the impact that inappropriate use of technology can have on the academic performance of students. As such, this *Digital Distraction Policy* is intended to promote appropriate technology use in our student body by making a clear distinction between times when students may be connected to their devices and times when those devices must be away. The Belmont High School *Digital Distraction Policy* is as follows:



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- The expectation of all students at Belmont High School is to be disconnected from all personal devices during all class times in all parts of the school.
  - Students will be allowed to use their devices during morning break and during their respective lunch times.
  - Violation of this policy will result in a referral to the main office and loss of the device for the remainder of the school day. The device will be stored in the main office. For subsequent violations, a parent/guardian will be required to pick up the device from the main office. School administrators reserve the right to assign additional consequences including, but not limited to:
    - Administrative detention
    - Extended loss of device privilege
    - 2.5 hour Friday detention
    - Parent meeting(s)

Please note that parents/guardians who need to contact students may do so through the main office by calling (603) 267-6525 at any time during the school day.

### **Audio and Video Recording**

Students, faculty, and staff have a reasonable expectation of privacy while at Belmont High School, on the school bus, and at school-sanctioned events. Therefore, the picture-taking or recording of individuals (particularly if/when the media is used in a manner harmful to individuals or the school environment), whether audio or video, at Belmont High School is prohibited unless permission is granted by the recorded parties. A student found to be in violation of this practice will be subject to disciplinary response.

Please note that the SRSD annual FERPA/ESSA notice refers to the district's assuming permission to include appropriately designated directory information (information that is generally not considered harmful or an invasion of privacy if released) in certain school publications (such as the annual yearbook, playbills/sports activity sheets, the school website, etc.) unless we are otherwise notified in writing. You may also refer to SRSB Policy [IAB](#) for further information outlining recording for educational purposes.

### **Cheating and Plagiarism**

All students are expected to adhere to the highest standards of personal integrity in their work. Work that is presented for credit in all classes must be original. "Cheating" is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information that may be used on quizzes, tests, homework, or other assessments. "Plagiarism" is defined as passing off the ideas and words from another as one's own and is considered literary dishonesty. Violations of academic honesty may be considered theft and include the following:

- Copying another's homework or classwork with the purpose of submitting it as your own.
- Handing in someone else's work as your own.
- Looking onto another's test or quiz - or - letting another student look onto a test or quiz.
- Using any method of giving answers on a test or quiz to others.
- Taking information from another source that is not properly cited (words, images, etc).
- Handing in a paper/assessment originally written for a different class without permission (self-plagiarism).
- Working with others or sharing tasks on an assignment meant to be done individually.

- Translating a foreign language piece by way of using a mechanical and/or digital device, or someone else without permission to do so.

Any student who is found to have engaged in any of the above will be assigned a **2.5 hour Friday Administrative Detention**, during which the assignment will be re-done and submitted for credit. A second offense within the same course will result in loss of credit for the course. In all cases of academic dishonesty, parents will be notified and a formal letter will be placed in the student's file, describing the action and outlining the consequence(s).

### **Dress**

Our students originate from diverse backgrounds. They attend public schools to learn – not only academic and technical subjects but tolerance and respect as well. Standards of dress are based upon both the duty of the school to create a safe, healthy, and respectful learning environment and the student's need to develop respect for others. Students at Belmont High School shall dress in a respectful manner in order to promote the health, safety, and dignity of all students; to preserve school property; to balance freedom of expression with the community's sense of morality (common courtesy, tolerance, respect, and understanding among all people, without exception); and to discourage disruptions to the teaching and learning process.

When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or when it causes a disruption or disturbance to the learning environment, that student shall be in violation of the Belmont High School Dress Code Policy. Teachers, administrators, and other school personnel – both in their classes and elsewhere on campus – will share the responsibility of enforcing the student dress code. Examples of inappropriate dress include, but are not limited to:

- Clothing containing language or emblems promoting drug/alcohol, sexual innuendo.
- Chains or loose straps hanging from pants or other articles of clothing that are deemed to disrupt the educational process.
- Revealing garments including shorts, skirts, shirts, tops, or "low hanging pants" that expose undergarments and/or the midriff.
- **Hoods, headgear, and/or sunglasses which interfere with the learning process and/or obscure the eyes/ears. Refer to a teacher's course outline for additional classroom-specific guidelines relative to safety and/or engagement expectations.**

Students who violate this policy may be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if/when appropriate), wearing it inside-out, or other means so the student returns to a state of compliance with this policy. Students who repeatedly violate this policy, or those who refuse to adjust their attire accordingly, may face additional consequences including being sent home from school.

### **Safe School Act**

Belmont High School is a Safe School Zone. As such, weapons possession; acts of violence and theft; bullying and harassment; as well as the possession, use, and/or sale of drugs are illegal and violations of the Shaker Regional School District Policy. Violators are subject to expulsion from attendance to school and enhanced penalties under the law (in accordance with School Board [Policy ADD](#)).

**Violations of the Safe School Act, which include but are not limited to the following descriptors, will be referred to the Belmont Police Department for consideration of further response.**

### Illegal Drugs

The taking of, being under the influence of, or being in possession of illegal drugs and/or controlled substances of any form is not permitted on district property or at school functions at any time. Students found in violation of this policy will be suspended from school for up to 10 days and may be referred to the Superintendent for additional consequences, including consideration of expulsion. Students may have the opportunity to return to school earlier than their initial post-suspension date with counseling, community service, and/or other forms of remediation. A conference will be held prior to/at the onset of the student's being readmitted to school.

Parents will be informed immediately if a student is found in violation of this policy and will be required to remove the student from school property. In severe cases, or if/when the parents will not/cannot come to the school, the Principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and are responsible for the incurred expenses. The matter will be brought to the attention of the Shaker Regional School Board and/or other proper authorities.

*\*An "official" school function is defined as one that is authorized and/or conducted by the school with school officials present and on duty such as, but not limited to, interscholastic athletic contests, student organization activities, field trips, and school dances. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Shaker Regional School Board and/or other proper authorities.*

Any student found selling, distributing, or giving away controlled substances on or off school property will be turned over to the police authorities immediately, suspended from school, and may be referred to the Superintendent of Schools for additional consequences.

### Alcohol

Alcoholic beverages will not be permitted on school property at any time. Any student in possession or under the influence of alcohol while on school property, or while attending a school function, will be immediately suspended from school for up to 10 school days. Additionally, the student may be referred to the School Board for expulsion. If, in the Principal's opinion, the student's health is endangered, the Principal may have the student removed from school property by public safety officials. Parents will be notified of this action and will be responsible for incurred expenses (see SRSD [Policy JICH](#)).

### Tobacco & Tobacco Products

- No student shall use or possess any tobacco product in any facility maintained by the School District, on any grounds of the District, or in any vehicles or property engaged in service to or for students. Any student found to be using or in possession of any tobacco product while on school property, or while attending a school function, will be immediately suspended from school for up to 10 school days. Students may also be assigned additional consequences and/or supports (see SRSD [Policy ADC](#)).
- **Vaporizers/E-Cigs (Other Substances)** - Students may not use, nor be under the influence of, any substance designed to affect the central nervous system; create or induce a condition of intoxication, hallucination, elation; or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination. Please note that "vape-pens," "e-cigarettes," or any other device that may be used to carry nicotine/tobacco are strictly prohibited. Students found in possession of these devices, liquid "vape-juice," or cartridges/containers used to fill these devices while on school property, or while attending a school function, will be immediately suspended from school for up to 10 school days. In addition, students may be required to receive support/counseling as a

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condition for re-entry (see SRSD Policy [ADC](#)).

**Weapons/Prohibited Items**

Students are not allowed on school property or at school-sponsored activities with weapons such as, but not limited to, powder and gas actuated firearms ("paint-ball guns"), explosives, incendiaries, martial arts weapons, electronic defense weapons, metallic knuckles, or knives. Additionally, students are prohibited from using any object as a threatening weapon, as determined by the building administration.

*Please note that amongst prohibited items are devices that may present a substantial disruption to the orderly operation of the school. These items include, but are not limited to, pepper spray, laser pointers, and foul-smelling sprays. Students found in possession of these items may be subject to disciplinary consequences outlined below.*

Students who possess weapons at school, even when it is determined that they did not bring the weapon to school, shall be subject to immediate suspension from school and referral to the School Board for further action (see SRSD [Policy JICI](#)). The Superintendent of Schools may modify expulsion requirements on a case-by-case basis with the approval of the School Board. The Administration and School Board shall conduct disciplinary hearings dealing with weapons. Expulsion penalties shall conform, when appropriate, to the requirements of the Individuals with Disabilities Act and with Section 504 of the Federal Rehabilitation Act.

**Bullying/Harassment**

The administrative rules and procedures governing bullying and harassment shall conform to School Board Policy in terms of definition, reporting, investigation, discipline, and appeal (see Board Policy [JICK](#) and [JBAA](#)). Any student whose actions rise to the level of bullying/harassment shall be subject to severe and immediate consequences up to and including a 10-day out-of-school suspension and a referral to the Superintendent/School Board for possible expulsion.

**Assault**

Any student found to have made unwanted physical contact with another which rises to the level of assault will be subject to severe and immediate disciplinary consequences, up to and including a 10-day out-of-school suspension and a referral to the Superintendent/School Board for possible expulsion.

**Discipline-Procedures/Consequences****Detention**

Detentions of up to one hour may be assigned by a classroom teacher, counselor, staff member, or administrator to a student to be served during lunch or after school (depending on the assignment by said professional). Students will have 24-hour advance notice for when an After-School Detention is to be served in order for students to make transportation arrangements. A phone call home will also be made to inform the parent/guardian of the assigned detention.

**Friday Detention**

Friday Detention is held from 2:20-4:50pm on Friday afternoons. Students may be assigned Friday Detention by a school administrator. When a Friday Detention is assigned, a phone call home to the parent/guardian will be made prior to the Friday for which the detention is to be served. If a student is unable to attend the Friday Detention due to an acceptable (by BHS Administration) prior engagement, the Friday Detention may be deferred for one week. Students are expected to report on time for their

detention and are to bring work with them. The student is not allowed to sleep, put his/her head down on their desk, or to listen to or view any electronic device other than may be necessary to complete assigned school work. Failure to serve a Friday Detention may result in a one-day suspension or other appropriate consequences. Examples of behaviors that may result in a Friday Detention include, but are not limited to, excessive tardies, skipped teacher/administrator detentions, or leaving school grounds without permission.

### **In-School Suspension**

Students assigned to In-School Suspension will be removed from their regular schedule and placed in an ISS environment that is supervised by a teacher or staff paraprofessional for a specified period of time. Students are expected to report on time for their ISS and to bring work with them. The student is not allowed to sleep, put his/her head down on their desk, or to listen to or view any electronic device. Cell phones will be confiscated prior to the start of the ISS. Students will be given a specified lunch period and are expected to eat in the ISS room. Failure to abide by the rules and regulations of ISS may result in a one-day Out-of-School Suspension, additional ISS time being assigned, or other consequences.

### **Out-of-School Suspension:**

"Out-of-School Suspension" is the removal of a student from school for a specified number of days due to unacceptable behavior that is severe/excessive in nature. Suspended students are not allowed to be on any school property for the duration of the suspension and may not participate in any school-sponsored activities (neither on nor off-campus, and neither as a participant nor spectator) while on suspension. Examples of behaviors that may result in Out-of-School Suspension include, but are not limited to, Skipping Saturday Detention, Assaultive Behavior, Vandalism/Theft, Bullying/Harassment, Drugs/Alcohol Offenses, and/or Fighting.

## **Policies and Procedures-Student Services**

### **Driver's Education**

Driver's Education is offered as an after-school program to anyone who is fifteen and nine months or older. **He/She must be at least 15 and 9 months by the first day of the course he/she chooses.** Credit for graduation is given for this course, and a fee is required. Registration forms are available in the main office; interested individuals can call 556-1592 or 520-0865 for more information.

Dates for this year's Driver Education Classes: Fall: 09/7/21 – 10/21/21 (parent mtg 9/7/20); Fall/Winter: 10/25/21 - 12/16/21; Winter: 1/3/22 - 2/17/22; Winter/Spring: 2/28/22 - 4/21/22; Spring: 5/2/22 - 6/16/22; Summer: 6/6/22 - 8/15/22 (summer classes take place Tuesday, Wednesday, and Thursday, 8:30-10:30am); Fall: 9/6/22 - 10/20/22; Fall/Winter: 10/25/22 - 12/20/22

### **Food Service Program**

Children need healthy meals to learn. The Shaker Regional School District offers healthy meals every school day. At all schools breakfast costs \$1.65; lunch costs \$2.95 at the Elementary Schools and \$3.10 at the Middle School and High School. The Shaker Regional School District is applying for the USDA waiver that will allow all students to receive free meals; therefore, for the upcoming school year, breakfast and lunch **may** cost \$0.00. Whether we receive the waiver or not, the Free and Reduced Price Meal application is still important as it is more than just a meal application and the eligibility will carry over for the first 30 operating days of the next school year. Applications can be received at the school office, by contacting the SAU Office at 267-9223 x5308, or you can apply online at <http://www.schoollunchapp.com/>.

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**Free/Reduced Lunch**

If a student is eligible for free or reduced lunch, he/she is also eligible for a free or reduced student breakfast. Forms are available in the main office for application to the Free and Reduced Price Lunch Program. Students are required to take the minimum number of meal components in order for the meal to be counted as a complete, reimbursable meal and to be counted as a free or reduced price meal for those students who qualify. Any meal taken that has fewer than the required number of components will be charged as a la carte, based on each item selected.

**Refunds**

No cash refunds from a student's food service account will be made to the student. When a child moves out of the district or graduates, the parent must request a refund by calling the SAU at 267-9223, ext. 5308. The refund will be processed and the check will be mailed from the SAU Office. In accordance with [Policy EFDA](#), the District may extend credit for student meals.

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**Health Services**

Belmont High School is staffed with a full-time Registered Nurse. Students who become ill or injured during the school day should report directly to the health office for assistance. The nurse will assess the injury or illness and contact the parent/guardian if dismissal or referral becomes necessary. If the nurse is not available, students should report to the main office for assistance. The nurse and school personnel will only administer emergency first aid. Depending on the severity of the injury or illness, the child may be transported to the hospital by ambulance. Every attempt will be made to make contact with the parent to



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notify them of the student's status.

Students who have a fever, flu-like symptoms, vomiting/diarrhea, widespread skin rash, or conjunctivitis should not be sent to school and may be sent home from school for those symptoms. Students may return to school when fever-free for 24 hours without medication, no vomiting for 24-hours, or are cleared by a healthcare provider to return. Students returning to school with a cast, crutches, assistive devices, or concussion should report to the nurse. All health-related absences from school, including significant injury, illness, or surgery, should be reported directly to the nurse.

### **Medication**

All medication taken during the school day must be administered through the health office. **Students are not allowed to carry prescription or over the counter medications with them at school;** this includes medications such as Tylenol, Ibuprofen, cough and cold medication, and allergy medication. Epi-Pens, Inhalers, and insulin may be carried by the authorized student with written authorization by both the student's parent/guardian and his/her physician. The health office stocks common over-the-counter medications which are available to students as needed and are administered by the nurse or his/her designee in his/her absence. Each student is required to have an over-the-counter medication consent form signed each school year by a parent or guardian prior to the administration of these medications.

If a student requires a prescription medication during the school day, it must be brought in by a parent or guardian in its original container and be accompanied by a written statement from the prescriber outlining the name of the medication, dosage, route, and time of administration. A release must then be signed by a parent or guardian prior to the administration of the medication (see [Policy JLCD](#)).

### **Immunizations**

By law, all schools are required to document the immunization status of students. Failure to comply with the required immunization schedule can result in exclusion from school. A complete list of required immunizations can be found at the State of NH Department of Health and Human Services webpage (see [Policy JLCB](#)).

### **Physical Exams**

Prior to participating in the co-curricular sports program, an athlete must have a sports physical on file with the nurse or athletic director. Physicals are required each year and are valid for one year from the date of the exam. Upon returning to school or sports from a long-term illness or injury, the nurse or athletic director may require a physician's statement that he or she is physically able to attend/participate (see [Policy JLCA](#)). Contact the school's Athletic Director for more information.

### **Library Media Center**

The resources of the Library Media Center are available to support and enhance each student's learning, understanding of, and access to information and ideas. These resources are available to students as part of a class brought to the library by a teacher or on an individual basis. Students wishing to use the library for supervised individual work or recreational reading must obtain permission from a faculty member. Students are expected to arrive on time and to complete work without disturbing other occupants of the shared space. Students are not allowed to consume food and drink in the library.

Circulating materials can be checked out for a lending period of two weeks and can be renewed unless another patron has placed a reserve upon the material. Overdue notices will be issued each quarter. Materials not returned and/or returned in prohibitive conditions will result in a bill for the replacement

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costs of the material or its equivalent.

Other Library Media Center regulations and procedures will be posted within the library as needed. To access the subscription databases, for assistance with research, and/or for other online library services, visit the Library Media Center link on the school's website.

**Lockers**

Each Belmont High School student is issued a locker and padlock for use during the four years he/she is at the high school. Each student will keep the same locker for all four years. The locker and padlock are loaned to the students by the school district. Any damage or vandalism to the locker or the padlock will result in disciplinary action and restitution charges. Lockers may be opened and inspected by school staff at any time. Only the school-issued padlocks may be used. No money or personal valuables should be left in a locker that is unlocked. Leaving money or valuables in a locker is done at the student's own risk.

**Counseling**

The Counseling Department at Belmont High School aims to support the academic, career, and social emotional growth of all students through a variety of activities and initiatives. Practices are guided by the recommendations put forth by the American School Counseling Association (ASCA). Throughout the course of the school year, counselors will meet with individual students on both formal and informal levels. These interactions may include lunch bunches, drop-in meetings, classroom counseling curricula, and/or scheduled individual or group counseling sessions.

If it is recommended that your child participate in regular individual or group counseling sessions, this request will be communicated prior to the onset of the formal counseling relationship. When school counselors work with students on an ongoing basis, services are designed to be short-term. In some cases, it may be recommended that your child engage in additional outside counseling services.

It is important to note that, as counseling is based on a trusting relationship between counselor and counselee, the counselor will keep all shared information confidential, except in certain situations in which an ethical responsibility limits confidentiality. Counselors aim to work closely with the school faculty and staff in support of students. Further, counselors hope to collaborate with parents in hopes of best supporting the needs of students. Please contact your student's school counselor at any time with questions or concerns regarding your student or the school counseling department. For more information about the services offered by our school counseling department, visit <https://sites.google.com/site/belmonthhighguidance/>.

**Student Assistance Program**

The Student Assistance Program helps identify students troubled by drug and alcohol-related issues and connects them with available services in the school and community. This confidential service is based on an educational premise: students who receive help and support to deal with pressing personal concerns will be able to focus their remaining energy more efficiently on schoolwork and the important tasks of developing academically, socially, and emotionally.

Student assistance staff members meet with individuals and/or groups of students. Any student who has concerns about substance abuse may attend. Students, parents/guardians, or staff members may make confidential referrals. Anyone wishing to communicate may leave messages in the Student Assistance Program mailbox in the main office.



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### **Transportation/Bus Policies**

The privilege of all students to ride the school bus is conditional upon good behavior, and students are expected to abide by all rules and regulations governing conduct at Belmont High School when they are on any school bus that is contracted with the Shaker Regional School District. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary, extended, or permanent basis. Parents/guardians would then be held responsible for the transportation of their child to school.

The driver is in charge of and responsible for the students who ride the bus. Disrespect, discourtesy, or any actions that interfere with the bus driver in any way will not be tolerated. Video surveillance may be used on buses to support the bus driver's reports of unacceptable behavior. Bus passes must be obtained at the main office if a student wants to take a different bus. Students should report any incidents of bullying, harassment, or unsafe behavior to the bus driver and/or to the School Principal, another administrator, or a member of BHS faculty.

### **Parking**

Students with valid drivers licenses may have the privilege of parking on school property provided that they receive prior administrative authorization and have received a certified Belmont High School parking permit, which must be hung on the rearview mirror at all times the vehicle is on campus. These passes will be available from the main office at the start of the school year.

Student vehicles must be parked in the student lot at the front of the building. Parking passes may be suspended or revoked without warning by school administration for offenses including, but not limited to:

- Parking anywhere but the student lot, including the faculty lot.
- Violating any rules of the road, including exceeding the posted speed limits or leaving/entering through the emergency exit.
- Excessive tardies to school as defined by the Student Handbook.
- Using the vehicle as a means to skip school or leave school property without prior authorization.
- Other instances of student misconduct as determined by school administration.

### **Off-Campus Courses**

Students who attend vocational courses at the Huot Technical Center are provided school bus transportation and are required to take the bus. Use of private cars is not allowed. If there is a special need for use of a student's own car, written permission must be obtained in advance from the Huot Technical Center, the parent/guardian, and the Administration of Belmont High School. Additional passengers are never permitted (see School Board [Policy JLIIE](#)).

### **Late Bus**

A late bus is operated for Canterbury students in order to provide the opportunity for participation in extracurricular activities, to get extra help from teachers, to do makeup work, etc. The late bus will leave Belmont High School at approximately 5:00pm. Students taking the late bus are not allowed to leave the school grounds between their arrival in the morning and departure at 5:00 p.m.

A parent/guardian who wishes to request a change or exemption from any of the Student Transportation Rules shall direct that request first to the Superintendent. If the ruling of the Superintendent does not satisfy the parent/guardian, he or she may appeal the ruling within five days to the Shaker Regional School Board (see SRSD [Policy EEAEC](#)).

### **Policies and Procedures-Athletics and Extracurricular Activities**

The School Board encourages all students to achieve their fullest academic potential. While extracurriculars provide an opportunity for students to develop other skills and knowledge outside of the classroom, the School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school extra-curricular activities.

In our effort to promote equal treatment of all athletes and students who sign up for a sport or co-curricular activity, Belmont High School requires all students to sign the "Athletic and Co-curricular Contract" at the beginning of each school year. This provision will mandate that all students understand the requirements and responsibilities associated with membership on any team or belonging to any club or school organization.

#### **Athletic/Co-Curriculars**

Athletic/Co-Curricular participation will be governed by the guidelines set forth in the [2021-22 BHS Athletic/Co-Curricular Handbook](#). All students are strongly encouraged to review this document's contents, whether they currently plan to participate in clubs/sports or not. Questions regarding the policies found in that document should be directed to BHS Athletic Director Cayman Belyea ([cbelyea@sau80.org](mailto:cbelyea@sau80.org)).

#### **Co-Curricular/Athletic Offerings**

All students are encouraged to participate in the activities of the school whether athletic, scholastic, musical, or social. These activities are included in the school program to acquaint students with the benefits of group participation and shared responsibilities with others having like-interests. Some of the activities may include:

|                        |                         |                         |
|------------------------|-------------------------|-------------------------|
| Alpine Skiing          | The School Newspaper    | Softball                |
| Indoor Track and Field | Outdoor Track and Field | Class Committees        |
| Math Team              | Astronomy Club          | Student Council         |
| Drama                  | Baseball                | Granite State Challenge |
| Foreign Language Clubs | Soccer                  | Class Organizations     |
| Golf                   | Ice Hockey              | Jazz Band               |
| Basketball             | Homecoming              | Gaming Club             |
| Cross Country          | Honor Societies         | Football                |
| Unified Sports         | Best Buddies            | Robotics                |
| S.A.L.T.               | FBLA                    | All Things Graphic      |

*Class advisors will be responsible for all class affairs and activities. Notice of any activity will not be*

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*accepted in the main office until it has the signed approval of the class advisor. (\*NOTE: All posters advertising activities must be approved by an administrator before being displayed.)*

### **National Honor Society**

The Belmont Chapter of the National Honor Society, number 5600, chartered March 25, 1955, inducts new members in the fall of each year. Eligibility is based on the accumulated record of the preceding years. The guidelines for induction are as follows:

- The National Honor Society is open to students in grades 11 and 12
- Students must maintain a minimum grade point average; otherwise, he/she will face dismissal
- Eligible students must display and document in their application the four major virtues valued by the society: CHARACTER, LEADERSHIP, SCHOLARSHIP, AND SERVICE.

### **Student Council**

Student Council sponsors Winter Carnival, Academic/Leadership Awards events, and other programs. Three representatives are selected from each class, grades 9 through 11, and four from grade 12. Any student may become a member-at-large by attending five consecutive meetings and by performing 18 hours of community service. Members are eligible to take part in state, regional, and Youth in Government functions of the New Hampshire Association of Student Councils.

### **Events, and Activities**

School social functions are extensions of the school day, and school rules continue to apply (including rules regarding smoking, alcohol, and drugs).

- Once inside the event, students will not leave the building and be readmitted. Students will follow the directions of the teachers and/or chaperones in charge.
- Dances are only open to students enrolled at the school, unless otherwise specified (and approved) by administration.
- Students are required to dress appropriately for all social functions and to behave in a manner that reflects positively on themselves and the school.
- Failure to comply with the BHS codes of conduct may result in loss of privilege.

## **Policies and Procedures-Shaker Regional School District**

### **Student Acceptable Computer Use Policy**

#### **Purpose of this Document**

To establish a policy to promote efficient, secure, ethical and legal use of the Shaker Regional School District's (SRSD) computer information system. This policy applies to all users of the computer information systems located or accessed in the SRSD as well as users who obtain their access privileges through association with the SRSD.

#### **Introduction**

Today we live in a world that makes it possible for people to communicate globally. Through the use of new technologies in telecommunications such as computer networks and the internet, people are capable of gaining and sharing vast amounts of information with others from their businesses, homes, and schools. These technologies make it possible for students in the SRSD to research thousands of libraries, universities, and databases for information related to appropriate subjects taught in their classrooms.

The SRSD computer information systems, with/or without internet access, are provided for the use of all

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students and staff. The SRSD is required by NH Law ([RSA 194:3-d](#)) to have an Acceptable Use Policy. RSA 194:3-d "School District Computer Networks" states:

*"Every school district which has computer systems or network(s) shall adopt a policy which outlines appropriate and acceptable use, as well as the inappropriate and illegal use, of school district computer systems and networks, including, but not limited to, the Internet."*

*"All users of school district computer systems and/or networks who intentionally violate the district policy and who intentionally damage the computer system and/ or the network shall assume legal and financial liability for such damage. For purposes of this section, 'user' means any person authorized to access the school district's computer systems or network, including, but not limited to, the Internet." Source. 1997, 285:1, eff. Jan. 1, 1998.*

### **Definition**

The definition of "computer information systems" is any configuration of computer hardware and software that connects users. This includes all internal (intranet) and external (internet) connections, as well as all of the computer hardware, operating system software, application software, stored text and data files. This also includes electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this policy.

### **Educational Purpose**

The SRSD provides resources for teaching and learning; communications services; and business data services by maintaining access to local, regional, national, and international sources of information. The public trusts that each member of the school community will use the SRSD's computer information systems with care and respect and in accordance with the policies and regulations established by the SRSD. Only authorized users may use SRSD information networks, and the network shall not constitute a public forum. This policy does not attempt to articulate all required and proscribed behavior by computer information systems users.

The SRSD will endeavor to provide a secure and wholesome internet experience. The SRSD utilizes Children's Internet Protection Act (CIPA) compliant content filtering mechanisms to filter internet access. However, it is possible that a user will be able to find ways to circumvent internet access controls. Students are warned of the potential availability of offensive material on the internet and are advised that they are ultimately responsible for their conduct on the internet. The SRSD will, as part of Information and Communication Technologies Instruction, review, on an annual basis, this policy and general Internet Safety Guidelines with all students.

### **District Rights-The SRSD reserves the right to:**

- Monitor all activity.
- Make determinations on whether specific uses of the computer information systems are consistent with the computer information systems usage guidelines.
- Log network and monitor disk space utilization by users.
- Determine what appropriate use is.
- Remove a user's access to the computer information systems at any time it is determined that the user engaged in unauthorized activity or violated acceptable use procedures.

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- Cooperate fully with any investigation concerning or relating to the SRSD's network activity.

**Monitoring/Data Retention Policy**

- Teachers and staff will supervise students while accessing SRSD computer information systems. Outside of school, families bear the responsibility to guide their children as they access the internet just as parents do with other information sources such as television, telephones, movies, and other potentially offensive media.
- Network administrators will review files and communications periodically to maintain system integrity and insure that users are using the systems responsibly.
- All log files used by the SRSD for monitoring purposes shall be purged from the system 30 days after the file creation date. These will include all logs currently generated by SRSD firewalls in the schools and the School Administrative Unit (SAU) offices.
- All files created on the SRSD computer information systems are considered SRSD property. Any right of privacy the user may otherwise have to material that the user has accessed through or stored on the District computer information systems is hereby waived. Students have no rights of privacy with regard to the use of the SRSD's computer information systems.
- Log file information will be disclosed to persons to the extent provided by law. Any person seeking to view the log file must submit a written request with the Superintendent. The Technology Coordinator for the SRSD will then assist the person viewing the files to prevent the disclosure of personally identifiable student information and other information exempt from disclosure under the law. In other words, a person will not be given log files containing exempt information on disks to take home and filter on his/her own. A person who wishes to review a large number of log entries may be charged an appropriate administrative fee.

**User Responsibilities**

Successful operation of the computer information systems requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the computer information systems. The user is ultimately responsible for his/her actions while accessing the computer information systems. Users will not respond to any illicit or suspicious activities. Users shall immediately report such activities to an administrator, teacher, or staff member.

**Acceptable Usage Guidelines**

- Access to the computer information systems within the SRSD is a privilege and must be treated as such by all users.
- Computer information systems will be used for the purposes of academic research, education, and school-related business and operations. Computer information systems shall not be used for recreational and/or commercial purposes.
- Any system that requires password access or for which the SRSD requires an account will only be used by the authorized account user. Account owners are responsible for all activity under their accounts.
- The resources of the SRSD are limited. All users must exercise prudence in the shared use of these resources.
- All communications and information accessible via any SRSD computer information system shall be treated as SRSD property.
- All software installation will be done by personnel authorized by the SRSD Technology Coordinator.

### **Noncompliance-District Rights**

The SRSD has the right to take disciplinary action, remove computer information systems privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable activities constitute, but are not limited to, any activity through which any user interferes with or disrupts other computer information systems users, services or equipment. Disruptions include, but are not limited to:

- Distribution of unsolicited advertising.
- Propagation of computer worms, viruses, and such.
- Distributing quantities of information that overwhelm the system.
- Using SRSD computer information systems to make unauthorized entry into any other resource accessible via the network.
- Invades the privacy of individuals or entities or seeks to gain or gains unauthorized access to information resources.
- Violates institutional or third-party copyright, license agreements, or other contracts.  
Uses or knowingly allows another to use any computer or computer information system to devise or execute a scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- Destroys, alters, dismantles, or otherwise interferes with the integrity of computer-based information and/or information resources, including hardware, software, or data.
- Uses the computer information systems for commercial or political activity.
- Installs unauthorized software for use on District computers.
- Modifies computer configuration settings, including, but not limited to, file sharing configurations and network settings.
- Uses the computer information system to access inappropriate materials.
- Acquires, communicates, creates, submits, publishes, displays or participates in any materials, messages, or activities on District computer information systems.

### **Restricted Materials and Actions**

To keep users and the SRSD's computer information systems secure, the following are not allowed:

- Use of personal computers, except when such use is provided by a signed Student Acceptable Use Agreement for Personal Wireless Devices.
- Use of personal email accounts. Users may not access these accounts from the school network. This includes, but is not limited to, Hotmail, AOL mail, Yahoo mail, and other personal mail accounts through an Internet Service Provider account.
- Use of peer-to-peer file sharing programs.
- Use of games, unless for educational purposes and approved by the building principal.
- Use of online chat rooms or instant message systems, unless for educational purposes and with prior approval of the building principal.
- Use of social networking sites, unless set up for educational purposes by the student's teacher and with prior approval of the building principal.
- Use or publication of a student's full name, address, and/or email address in conjunction with the SRSD webpages.

### **Consequences of Violations**

The SRSD values the appropriate and responsible use of its computer information system. Any system user identified as a security risk or violating SRSD computer information system guidelines shall be denied access to the SRSD's computer information systems. Infractions set forth in this agreement may result in suspension or termination of access privileges and/or other appropriate disciplinary action in

accordance with SRSD policy. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

### **Exceptions**

The SRSD Technology Coordinator will, in consultation with administration, may make exceptions to any of the previously mentioned restrictions on an individual basis. Any request for an exception must be based on an academic need, and the decision to allow that exception will be based on the academic need balanced with the SRSD's need to protect its users and property. A separate contract will be created for each exception that outlines the details of that exception and the responsibilities that go along with it.

### **Disclaimer**

The SRSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. The SRSD specifically disclaims any responsibility for the accuracy of information obtained through the network and the internet and the use of any information obtained is the user's risk.

### **Student Acceptable Use Agreement for Personal Wireless Devices**

This agreement may only be executed by students who have previously returned a Student Acceptable Computer Use Agreement form signed by their parent/guardian allowing them to use the internet at school. This agreement provides additional authorization to access the Shaker Regional School District (SRSD) student wireless network using personal devices. It does not supersede any information in the Student Acceptable Computer Use Agreement.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, the SRSD provides this agreement governing the voluntary use of electronic resources and the internet in order to provide guidance to individuals and groups obtaining access to these resources on personally owned equipment.

- **Acceptable Devices:** Students may access the student wireless network with any device with 802.11 connectivity. Students may only access the network with devices that are their own personal property. The sharing of devices will result in loss of privilege.
- **Content:** Filtered access to the internet will be provided for student-owned devices.
- **Personal Responsibility:** The SRSD assumes no responsibility for the loss of, theft of, or damage to any personal device that a student connects to the student wireless network or any information on that device.
- **Security:** Students shall not impair the security of the SRSD networks. This expectation includes, but is not limited to:
  - Students are expected to maintain up-to-date antivirus and antispyware protection on all devices that are connected to the SRSD student wireless network. Devices without up-to-date security programs may be denied access to the network.
  - Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
- **No IT Support:** Students are responsible for setting up and maintaining the devices that they connect to the network. The SRSD will not provide IT support for student-owned devices.
- **Authorized Use:** Students may use the student wireless network when they are not in class. Students may not use the student wireless network in class unless authorized by the teacher of that class.
- **Inappropriate Use:** The SRSD networks are shared and limited resources, and all users have an obligation to use those resources responsibly. Students are provided access to the SRSD student



wireless network primarily for educational purposes. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate school policy or local law. These include, but are not limited to:

- Online gaming
- Downloading software, music, movies, or other content in violation of licensing requirements, copyright, or other intellectual property rights.
- Downloading, viewing, or sharing inappropriate content, including pornographic, defamatory, or otherwise offensive material.
- Conducting any activity that is in violation of school policy or local, state, or federal law.
- Participating in political activities.

### **FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days from the day that the school receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies shall be made available to parents at a reasonable cost.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Belmont High School to amend a record that they believe is inaccurate or misleading. They should write to the School Principal, clearly identifying the part of the records they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them within ten (10) days of their right to a hearing regarding their request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests in the records of the individual student. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform special task regarding the individual student (such as an attorney, auditor, medical consultant, or therapist); such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
  - Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605



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### **Child Find Notice: Children with Disabilities**

The Shaker Regional School District provides special education, related services, and accommodations to eligible children with disabilities who reside within the district. The district has a duty to identify, locate, and provide notice of its responsibilities to every child with a disability or every child suspected of having a disability in its jurisdiction, including those who are not receiving a public education. If a child living within the boundaries of the school district, ages 3 through 21, is a child identified with a disability or is suspected of being disabled, the parent/guardian is encouraged to contact one of the individuals listed below. The district will work with parents/guardians to evaluate the child, determine if he/she qualifies for special education and/or special education and related services under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Americans with Disabilities Act of 1990 (ADA), and provide a free, appropriate public education to the children to the extent he/she is eligible under these laws. Upon referral, the district will provide parents/guardians with notice of procedural safeguards under the applicable law(s).

On an annual basis, the Shaker Regional School District contacts all approved nonpublic private schools (including religious elementary and secondary schools) within its geographic boundaries. The district shall conduct a consultation meeting and advise school officials of the district's responsibilities to identify and evaluate all students who are suspected of or known to be a child with a disability enrolled in such schools, regardless of where the children reside. The district shall conduct Child Find activities that ensure equitable participation of private school students with disabilities and provide an accurate count of those students. All Child Find activities conducted for children enrolled in private schools by their parents/guardians shall be similar to those activities conducted for children who attend public schools in the district. Referrals from approved nonpublic schools shall be forwarded to an appropriate special education team for further consideration. Since the State of New Hampshire does not recognize parent-provided home-schooling as a private school, federal and state regulations do not apply. In situations where parents have provided notification of intent to provide home instruction, as permitted under RSA 193-A, a school district's responsibility is limited to Child Find. Annual notification must be provided to inform parents providing home schooling that Child Find services are available, should parents wish to access them.

### **Special Education/Programs for Disabled Students**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state statutes that govern special education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice and opportunity for the student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and review procedure. A copy of the NH Procedural Safeguards Handbook for Special Education may be obtained by calling the Shaker Regional School District, Department of Student Services, (603) 267-9222 (ext. 5306); or may be found on

the NH Department of Education website.

### **Nondiscrimination/Equal Opportunity**

The District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Neither shall the District discriminate its practices as employment governed by State law. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

### **McKinney-Vento Homeless Assistance Act**

This Federal Law entitles children who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in schools. The term "homeless children and youth" means individuals who lack a fixed, regular and adequate night-time residence. This includes children and youth who are sharing the housing of persons due to loss of housing, economic hardship, or a similar reason and are living in temporary, emergency, or transitional shelters.

### **Pupil Safety and Violence Prevention Policy-Bullying Code [JICK](#)**

The Shaker Regional School Board believes that all students are entitled to learn in a school environment that is safe and secure. All students are expected to conduct themselves with respect for others and in accordance with this policy, other Board policies, and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy. School principals and/or designees are responsible for enforcing this policy and school rules.

### **Definitions**

For purposes of this policy, the following definitions shall apply:

"Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- Physically harms a student or damages a student's property;
- Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
- Interferes with a student's educational environment;
- Creates a hostile environment; or
- Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs; or motivated by the student's association with another person based on the other person's characteristics, behaviors, or beliefs; or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs (1) through (5) above.

"Cyberbullying" means conduct defined in section 1.1.A that takes place through the use of electronic

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devices. Due to the increases in “cyberbullying,” the administration of the high school will use very strong consequences, including multiple day suspensions from school if the actions taken through the use of electronic devices causes any type of a hostile environment or substantially disrupts the orderly process of the school.

- “Electronic devices” include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- “School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- “Perpetrator” means a student who engages in bullying or cyberbullying.
- “Victim” means a student against whom bullying or cyberbullying has been perpetrated.

### **Prohibited Conduct**

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

- Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
- Occur off school property or outside of a school sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.
- Students are further prohibited from retaliating against, or making false accusations against, a victim, witness, or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying. Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, or physical/mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through SRSD Board's Nondiscrimination Grievance Procedure ([AC-R](#)).

### **Reporting Bullying and Cyberbullying**

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students, are strongly encouraged to report it to appropriate school personnel such as a school principal, associate principal, guidance counselor, and/or teachers. Any school employee or employee of a company under contract with the District (e.g.: for transportation services) who has witnessed or has reliable information that possible incidents of bullying or cyberbullying have occurred are required to report such incidents and/or information to the school principal and/ or designee as soon as possible. Parent(s), guardian(s), and/or other adults should report any concerns about possible bullying or cyberbullying of students to the school principal.

### **Release of Information**

It is Shaker Regional School District Policy ([JRA](#)) that the following information will be released\* unless specifically requested in writing by a parent/ legal guardian that it not be. All of the following will be released, or nothing will be released.

- Student name
- Address
- Telephone number
- Participation in activities
- Diplomas, degrees, awards
- Photograph

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### **Sexual and Other Harassment Policies - SRSD Policy JBAA**

The Shaker Regional School District will not tolerate the harassment of any student, employee, or visitor on the basis of sex, race, color, religion, sexual orientation, national origin, age disability, or for any other unlawful reason. This policy prohibits all such activities of its students. The SRSD will investigate all complaints, either formal or informal, verbal or written, of sexual and other harassment.

#### **Sexual Harassment-Definition**

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or non-physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive, or hostile educational environment.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes and innuendo, other sexually-oriented statements, and unwelcome advances of a sexual nature. Sexual harassment may be indirect and even unintentional.

Other harassment is defined as verbal or physical conduct that denigrates or shows hostility toward a student because of race, color, religion, age, national origin, disability, handicap, creed, sexual orientation, or any other legally-protected status not listed herein, and the purpose or effect of creating an intimidating, hostile, or offensive learning environment.

#### **Reporting Procedures**

Any student who has been subject to, witnessed, or has reliable information that harassment, in any form, has occurred shall report such harassment to a guidance counselor, teacher, or school administrator. The student has up to 180 days to report such harassment. The use of formal reporting forms ([JBAA-R](#)) provided by SRSD is voluntary. The SRSD shall respect the confidentiality of the complainant and the student(s) against whom the complaint is filed to the fullest extent practicable, consistent with state and federal law.

#### **Retaliation**

Retaliation against a student who reports alleged sexual or other harassment is a violation of SRSD's policy and is prohibited by both state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment.

#### **Investigation and Recommendation**

Upon receipt of a report, the Principal shall notify the Superintendent of Schools immediately. If the report was given orally, the Principal shall submit a written report within 24 hours and forward it to the Superintendent. The Principal, Personnel Manager, or third-party designee, if determined necessary, shall conduct an investigation and present the findings in writing, within 30 days, to the Superintendent. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the SRSB. Upon completion of an investigation conducted by the Principal, Personnel Manager, or a third-party designee, the Superintendent or the SRSB, if necessary, will be provided a written report and recommended action.

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Students in violation are subject to discipline under SRSD [Policy JIC](#). The findings of the investigation and the disciplinary action(s) resulting shall be recorded and provided to all involved parties.

### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the NH Commissioner of Education, initiating civil action, or seeking redress under state criminal statutes and/or federal law. Any student or parent/guardian of a student with a sexual harassment complaint may choose to bypass this policy and proceed directly to the NH Commission of Human Rights, 2 Chenelle Drive, Concord, NH, 03301, telephone number (603) 271-2767 or Office of Civil Rights, Health and Human Services, Region #1, Room 2403, JFK Federal Building, Government Center, Boston, MA, 02203, telephone number (617) 56501340.

### **Title IX Grievance Procedures**

A grievance is a complaint by an employee, student, parent, or group of individuals who feel there has been discrimination based on sex, which would be alleged violation, misinterpretation, or misapplication of Title IX provisions. A grievance shall not apply to any matter for which a method of review is prescribed by law or for any rule or regulation of the State Commissioner, State Board of Education, or Department of Labor. Any individual(s) entitled to file a grievance under this policy may contact the Title IX Coordinator (Business Administrator) for assistance.

### **Procedures to be followed are:**

- Step 1: A grievance should be initiated within 15 working days after the occurrence-giving rise to it. A grievant should first discuss the grievance with the district representative in an attempt to resolve the matter mutually at that time. It shall be the district's grievance representative's responsibility to impartially investigate the complaint and deliver the findings within 10 working days. The representative, if finding in favor of the grievant, shall make recommendations for remediation to the Superintendent of Schools. In the event that the Superintendent concurs with the recommendation(s), he or she shall make every effort to implement such recommendation(s). The Superintendent should advise the grievant of the concurrence and the effort to implement the recommendation(s).
- Step 2: If the grievant is not satisfied with the decision in Step 1, he or she may appeal the decision to the Superintendent of Schools within 10 working days after receipt of the district's grievance representative's decision. The appeal shall be in writing and must specify:
  - The nature of the grievance and the specific provisions of Title IX that have been violated, misinterpreted, or misapplied
  - The injury or the loss claimed
  - The remedies sought
  - The Superintendent of Schools shall investigate the grievance and communicate his/her decision in writing to the grievant within 10 working days of its written receipt.
- Step 3: Following step 2, the grievant may request the presence of a third party representative or observer. This privilege will also be offered to the school district. If the grievant is not satisfied with the decision in Step 2, he or she may appeal the grievance to the School Board in writing within 10 days after receipt of the Superintendent's decision. The School Board shall investigate the grievance and render a decision in writing within 10 working days after receipt of the appeal.

The School Board may assign a subcommittee to investigate, but the entire Board that is assembled must make the final decision. Further Alternative Appeal: If the grievant is not satisfied with, or does not wish to use the district's procedures, the grievant may report the grievance directly to the Director of the Regional Office for Civil Rights.

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**Designation of Representative**

The Superintendent of Schools designates the Personnel Administrator as the Title IX Coordinator and the Special Education Coordinator as the Civil Rights Coordinator for violations of Sections 504 and ESL. The Superintendent of Schools designates CES Principal, Mrs. Erin Chubb as the Title I Coordinator. All alleged violations under Title IX, Section 504, ESL and Title I should be reported to the designated representative as soon as possible so that an investigation may be promptly conducted.